

CEMAP 400.04

**HUMAN RESOURCES - FORMS
ANNEX B – TEACHER PERFORMANCE APPRAISAL**



CAF Overseas Schools are committed to excellence in education. As such, an appraisal shall be conducted during the first year of the first LOSA which is based on the Ontario Standards of Practice. The form must be used for each performance observation to be completed by the school principal. The duties of the principal may be delegated to a vice-principal in the same school or to an appropriate supervisory officer.

Teacher's Last Name

Teacher's First Name

Principal's Last Name

Principal's First Name

Name of School

Length of time supervising the teacher

Description of Teacher's Assignment (grade(s), subject(s), full-time/part-time,

Meeting and Classroom Observation Dates (yyyy/mm/dd)

Pre-observation:

Classroom Observation:

Post-observation:

Focus of classroom observation

Other input for observational report (please specify):

Additional input attached

Annex B: CEMAP 400.04 – Teacher Performance Appraisal

Teacher name _____ School year _____ Appraisal # _____

PART 2: PERFORMANCE RATING

Please provide a rating of the candidate's teaching practice in the following areas. Refer to page 4 for indicators.

Performance Expectations	Development needed	Satisfactory	Exemplary
Creates a safe and inclusive learning environment			
Models and promotes positive and respectful student interactions			
Demonstrates effective classroom management strategies			
Demonstrates knowledge of the Ontario or provincial curriculum			
Plans and implements meaningful learning experiences for all students			
Differentiates instructional and assessment strategies based on student needs, interests and learning profiles			
Utilizes a variety of evidence-based assessment and evaluation strategies			

Development needed = The candidate requires improvement in this area.
Satisfactory = The candidates consistently demonstrates this expectation.
Exemplary = The candidate models highly effective practice within this expectation.

PART 3: CULTURAL FITNESS ASSESSMENT

Please provide a rating of the candidate's abilities and behaviour in the following areas.

SPECIFIC ENVIRONMENTS	Development needed	Satisfactory	Exemplary
CAF Overseas School Environment			
Overseas Military Community Environment			
Overseas Environment			

Comments (i.e., for professional growth or additional information):

Annex B: CEMAP 400.04 – Teacher Performance Appraisal

Teacher name _____ School year _____ Appraisal # _____

Additional pages may be attached as necessary

PART 3: SIGNATURES

My signature indicates that I have provided information on this checklist based on my knowledge and observations of this teacher’s professional practice.

Principal’s signature

Date

My signature indicates receipt of this report.

Teacher’s signature

Date

My signature indicates receipt of this report.

DCEM signature

Date

Possible performance indicators

Performance Expectations	Possible Observable Indicators
Creates a safe and inclusive learning environment	<ul style="list-style-type: none"> ▪ follows appropriate legislation, local policies, and procedures with regard to student safety and welfare ▪ ensures and models bias-free assessment

Annex B: CEMAP 400.04 – Teacher Performance Appraisal

Teacher name _____	School year _____	Appraisal # _____
	<ul style="list-style-type: none"> ▪ values and promotes fairness and justice and adopts anti-discriminatory practices with respect to gender, sexual orientation, race, disability, age, religion, culture, or similar factors ▪ communicates information from a bias-free, multicultural perspective 	
Models and promotes positive and respectful student interactions	<ul style="list-style-type: none"> ▪ models and promotes the joy of learning ▪ effectively motivates students to improve student learning ▪ demonstrates a positive rapport with students ▪ promotes polite and respectful student interactions ▪ develops clear and achievable classroom expectations with the students 	
Demonstrates effective classroom management strategies	<ul style="list-style-type: none"> ▪ demonstrates care and respect for students by maintaining positive interactions ▪ addresses inappropriate student behaviour in a positive manner 	
Demonstrates knowledge of the Ontario or provincial curriculum	<ul style="list-style-type: none"> ▪ exhibits an understanding of the Ontario/provincial curriculum when teaching ▪ presents accurate and up-to-date information ▪ demonstrates subject knowledge and related skills 	
Plans and implements meaningful learning experiences for all students	<ul style="list-style-type: none"> ▪ applies knowledge about how students develop and learn physically, socially, and cognitively ▪ chooses pertinent resources for development of instruction ▪ organizes subject matter into meaningful units of study and lessons ▪ uses a clear and consistent format to plan and present instruction ▪ uses a variety of effective instructional strategies ▪ models and promotes effective communication skills ▪ uses instructional time in a focused, purposeful way ▪ assists students to develop and use ways to access and critically assess information ▪ uses available technology effectively 	
Differentiates instructional and assessment strategies based on student needs, interests and learning profiles	<ul style="list-style-type: none"> ▪ shapes instruction so that it is helpful to all students, who learn in a variety of ways ▪ responds to learning exceptionalities and special needs by modifying assessment processes to ensure needs of special students are met 	
Utilizes a variety of evidence-based assessment and evaluation strategies	<ul style="list-style-type: none"> ▪ uses a variety of techniques to report student progress ▪ engages in meaningful dialogue with students to provide feedback during the teaching/learning process ▪ gathers accurate data on student performance and keeps comprehensive records of student achievement ▪ uses a variety of appropriate assessment and evaluation techniques ▪ uses ongoing reporting to keep both students and parents informed and to chart student progress 	

Abilities / Behaviour	Possible Observable Indicators
CAF Overseas School Environment	▪
Overseas Military Community Environment	▪
Overseas Environment	▪